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## 2.0 RESPONSIBILITIES

### 2.1 SCOPE

This section provides guidance in delineating the responsibilities of personnel and organizations directly involved in hoisting and rigging (H&R) activities at the Hanford Site.

Job classification terms used in this manual (e.g., rigger, operator, and inspector) refer to the function performed and in no way relate to a classification in any union or bargaining unit.

## 2.2 PERSONNEL RESPONSIBILITIES

### 2.2.1 Supervisor or Manager, Hoisting and Rigging Operations

A supervisor or manager shall be responsible for each H&R operation and shall ensure that the following activities are completed:

- a. Equipment is operated by qualified personnel.
- b. Equipment is operated safely.
- c. Preplanned and approved H&R instructions are used when necessary and always for critical lifts.
- d. Equipment found to be unsafe or requiring restrictive use is properly tagged.
- e. The equipment custodian is notified of equipment problems.
- f. A person in charge (PIC) is assigned for critical lifts.
- g. A designated leader (appointed person) is identified for noncritical, ordinary lifts.

**NOTE:** The PIC and the designated leader may be the same person; however, if the PIC does not serve as the designated leader on a critical lift, a designated leader shall be assigned.

### 2.2.2 Supervisor or Manager, Inspection, Maintenance, and Repair

A supervisor or manager shall be responsible for inspection, maintenance, and repair on H&R equipment and components and shall ensure the following:

- a. Equipment is inspected, maintained, and repaired by qualified personnel.
- b. Inspectors, maintenance, and repair personnel have the tools to safely accomplish their work.

- c. Responsible inspectors, maintenance, and test personnel have access to adequate information, as applicable:
  - 1. Operating instructions
  - 2. Maintenance, repair, and parts information furnished by the manufacturer or the responsible maintenance/engineering organization
  - 3. The manufacturer's recommendations as to points and frequency of lubrication, maintenance of lubrication levels, and types of lubricant to be used
  - 4. Maintenance or repair procedures from the manufacturer or responsible maintenance/engineering organization
  - 5. Wiring diagrams
  - 6. Inspection, maintenance, and repair activities are documented in accordance with the requirements of this manual
  - 7. For equipment furnished with a manual, personnel responsible for inspection or maintenance are familiar with the applicable contents of the manual.

### 2.2.3 Person-in-Charge

Management shall assign a PIC for critical lifts. The PIC shall ensure that the following activities are completed:

- a. A critical lift procedure is prepared.
- b. The critical lift procedure is properly approved (refer to para 3.4.2, "Critical Lift Procedure Approval").
- c. A documented prelift meeting is held.
- d. Involved personnel (e.g., operators, riggers, flagman, designated leader [DL]) are qualified and understand how the job will be done.
- e. Proper equipment and hardware are identified in the critical lift procedure.
- f. The lifting operation is directed by a DL to ensure that the job is done safely and efficiently.
- g. Involved personnel are familiar with, and follow, the critical lift procedure.
- h. After the critical lift is completed, critical lift documentation is transmitted to the manager for whom the lift was done. The PIC should advise responsible personnel that this documentation is subject to audit for 1 year. (See para 3.6.)

**NOTE:** Management has the option to fill the PIC and DL positions with the same person. When the PIC fills other positions, qualification requirements for those other positions shall apply. (See Chapter 4, *Personnel Qualification and Training Requirements*, Section 4.8, "Training Subjects.")

#### 2.2.4 Designated Leader

A designated leader shall be appointed to all H&R activities, which include both critical and ordinary lifts. For critical lifts, the designated leader may also be the PIC. The designated leader may be a crew member. The designated leader shall perform the following activities:

- a. Ensure that a flagman is assigned and identified to the hoist/crane operator, if required.
- b. Ensure that the involved personnel are qualified and understand how the job is to be done.
- c. Confirm that the proper equipment and hardware are selected and qualified.
- d. Ensure that the equipment is properly set up and positioned.
- e. Examine the work area for hazardous/unsafe conditions.
- f. Direct the lifting operation to ensure that the job is done safely and efficiently.
- g. Ensure that the job is stopped when any potentially unsafe condition is recognized.
- h. If an injury or accident occurs, ensure that the emergency is promptly reported. (Call 911; call 373-3800 if using a cellular phone.) Take charge of the accident scene pending arrival of emergency services personnel.

#### 2.2.5 Operator

The operator shall perform the following activities:

- a. Safely operate equipment.
- b. Follow the equipment operating guidelines and, for mobile cranes, the load charts.
- c. Perform the pre-use and frequent equipment inspection.
- d. Ensure that the load will not exceed the rated capacity of the equipment.
- e. Abide by any restrictions placed on the use of the equipment.

#### 2.2.6 Rigger

The rigger shall perform the following activities:

- a. Ensure that the rigging equipment and materials have the required capacity for the job and that all items are in good condition, are currently qualified (inspection is up to date), and are properly used.
- b. Verify that rigging equipment and material are in compliance with the procedure, if applicable.
- c. Confirm that the load path is clear of personnel and obstacles.

### 2.2.7 Equipment Custodian

Management shall designate an individual who shall have custodial responsibility for each crane, hoist, lift truck, or other H&R equipment that requires scheduled maintenance, inspection, and record keeping. (The custodian may be thought of as the equipment “owner.”) The custodian can be assigned by facility, geographical area, individual equipment item, or other method as deemed appropriate by management. The custodian shall perform the following activities:

- a. Verify that operating equipment is properly maintained and maintenance, inspection, and testing of the equipment remain current.
- b. Ensure that records of the maintenance, repair, inspection, and testing are available for audit in a maintenance file.
- c. Verify that equipment is properly tagged and, if necessary, removed from service when discrepancies are found during inspection or operation.

**NOTE:** (1) It is important that equipment users know how to contact the equipment custodian. A method should be devised so that equipment users can easily identify and contact the equipment custodian.

(2) See Section 6.2.2 for specific duties of a forklift truck custodian.

(3) Duties listed in Section 2.2.7 are considered a summary of an equipment custodian’s responsibility. It is important to recognize that more specific, and possibly additional, responsibilities are stated in individual chapters.

## 2.3 ORGANIZATIONAL RESPONSIBILITIES

### 2.3.1 Responsible Safety Organization

The responsible safety organization shall monitor H&R operations to ensure that they are performed safely. In addition, vendor-owned and operated equipment shall be monitored in the following manner:

- a. Vendor-Owned or Operated Equipment—The safety organization in the company that initiates the contract is responsible for ensuring that the vendor equipment and personnel meet **pertinent** H&R safety requirements (e.g., OSHA 29 CFR 1910 and 29 CFR 1926).
- b. Vendors Directly Contracted by the U.S. Department of Energy (DOE), Richland Operations Office (RL)—Compliance with **pertinent** H&R safety requirements shall be coordinated by the cognizant RL Division.

### 2.3.2 Responsible Training Organization

The responsible training organization shall provide training to ensure that personnel qualifications meet requirements of this manual and shall ensure that the following activities are completed:

- a. Training provided is documented (see Section 4.0, “Personnel Qualifications and Training Requirements”).

- b. Training and evaluation is provided in accordance with the contractor's qualification program for instructors.
- c. Evaluation methods and standards are established.

## 2.4 RL ROLES AND RESPONSIBILITIES

### 2.4.1 RL Hoisting and Rigging Program Manager

The RL H&R Program Manager (PM) shall:

- a. Ensure consistency in implementation and interpretation of the *Hanford Site Hoisting and Rigging Manual* (H&R Manual) across the Hanford Site.
- b. Be the RL authority having jurisdiction over interpretation of the H&R Manual.
- c. For H&R events:
  - 1. Help ensure that the pertinent H&R issues are identified during subsequent investigations or critiques.
  - 2. Help ensure that identified H&R issues are adequately addressed in corrective actions or lessons learned issued.
  - 3. Help ensure that any Occurrence Reporting and Processing System (ORPS) report or official lessons learned issued adequately addresses the H&R aspects of and H&R corrective actions and lessons learned for the event.
- d. Periodically assess line management implementation of the H&R program at the Hanford Site.
- e. When requested, assist RL program or line organizations in matters relating to H&R (This could include H&R surveillances, reviews of critical or major lift procedures or work packages, hostile environment plans, participation in the H&R aspects of RAs, ORRs, etc.).
- f. When requested, assist Hanford Site contractors in addressing issues related to compliance with, implementation of, or interpretation of the H&R Manual.
- g. Represent RL on the Hanford H&R Committee.
- h. Maintain the Hanford Site H&R Manual.
- i. Be the RL authority for the review and approval of revisions to the Hanford Site Hoisting and Rigging Manual. Ensure the RL program and line organizations are kept up to date with the latest H&R manual changes, bulletins, or important issues applicable to their organizations.

**2.4.2 RL Program/Line Organizations**

The RL program and line organizations shall:

- a. Notify the PM as soon as possible after an H&R event, preferably before any critique or investigation. Notification as soon as possible will enable the PM to better carry out his duties and responsibilities of Section 2.4.1.c.
- b. Contact the PM in matters of the H&R Manual interpretations or application where there is a conflict between program or line organizations and the contractor.
- c. Contact the PM when RL personnel have a question concerning the application or interpretation of the H&R Manual.
- d. Per the FRAM [Functions, Responsibilities, and Authorities Manual], verify that Hanford Site contractors are implementing the H&R Manual effectively.